

BUSINESS *Update*

Washington State Employment Security Department

June 2000

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- ☐ Accountant/Bkkr.
- ☐ Business Associate
- ☐ HRM Manager
- ☐ Office Manager
- ☐ Other _____

IMPORTANT UI*FastTax* Update

Businesses filing their tax and wage reports electronically will no longer receive paper forms in the mail beginning 3rd quarter 2000! Make sure and keep the report forms received this quarter in case you need to file a business Change Form (5208C) or an Amended Report Form, found on the back of the Change Form.

Over 9,000 businesses filed their tax and wage reports using UI*FastTax* for 1st quarter 2000. Using this figure, an annual cost savings of more than \$9,700 can be realized by not printing these forms! Additional cost savings of \$11,800 or more can be realized for postage costs.

Order **UI*FastTax*** - free software that enables you to file both tax and wage reports electronically as a compressed, password protected attachment in an email message or on diskette. Data imports are supported from most accounting packages.

Order or download your copy of UI*FastTax* today by visiting our website at <http://www-app2.wa.gov/esd/UIFastTax>, email to uiforders@esd.wa.gov or you may call (360) 902-9716.

Your Employment Security reference number, business name and address, your name, and telephone and fax numbers will be needed.

Completing Your Quarterly Tax and Wage Reports

- Use **BLACK** ink only.
- In order to meet the timely filing requirement, **both the tax report and wage report must be submitted and received together** – do not staple.
- Use **only** the forms provided by the Department or a certified replication. You may also submit electronically using UI*FastTax*. **Do not** submit computer generated wage reports on an unapproved form.
- Do not copy the form. The drop out lines are read by the copier and when submitted require that the data be hand keyed rather than scanned. If you need additional forms please contact us. (See “Need Quarterly Tax Reporting Forms?” at the right.) →
- No ES Reference number? You must submit a change form (5208C) with your tax and wage report with the name and address fields completed so that we can identify your business correctly.

Proper Paperwork Filing Saves Tax Dollars

- All employers should return the *Claimant Separation Statement (Statement)* for any separation other than lack of work.
- Prompt return of the *Statement* containing concise details regarding date of separation, reason for separation, previous warnings, letter of resignation, etc., is extremely important.
- Promptly returned information can help reduce the amount of erroneously paid benefits and control the amount of benefits charged to your account.
- When there is no response from the employer regarding a job separation, a decision of the claimant's eligibility to receive benefits will be made solely on the claimant's statement. Either mail or fax your response to us, but do not do both. This will reduce paperwork and help the department make timely and proper decisions.

The Washington Employer Help Line

What's in it for me?

- File 'no payroll' quarterly tax reports.
- Obtain key data about your UI tax account.
- Have selected forms and/or publications faxed to you.
- Get help with your recruiting or place orders to fill anticipated job openings.
- Access these and other services 24 hours a day, any day. Just dial:
(206) 340-1400 - Seattle
(253) 305-0038 - Tacoma
1-888-836-1900 - Toll Free

Need Quarterly Tax Reporting Forms?

- Contact your local District Tax Office;
- Call (360) 902-9360; or
- Send e-mail to forms5208@esd.wa.gov.

**Are you sure you wouldn't
like to try UI*FastTax*?**

**Call (360) 902-9716 to
register.**

Paperwork Reduction Opportunities

- If you are a base year employer (except local government) **only**, you need to respond to the *Notice to Base Year Employer* (EMS 166) to request relief of charges. (Use the address/fax number listed on the bottom of the form.)
- Beginning July 3, 2000, it is no longer necessary for taxable **last** employers to return **both** the *Claimant Separation Statement* (EMS 5361) (*Statement*) and the *Notice to Base Year Employer* (*Notice*) **when the separation is due to either a quit or a discharge**. You **should** return the *Statement* to the address/fax number listed on the form.
- Regular taxable employers who are both base year and last employers, need to request relief of charges through the *Notice* for a regularly scheduled permanent part-time employee who separates from their other employment or if the separation is due to a catastrophic event (natural disaster).
- For a regularly scheduled permanent part-time employee, the work schedule with days and times is needed. (An employer cannot be granted relief of charges if the employee is drawing benefits due to reduced hours, on call or is in the shared work program.)
- We will not grant relief of charges if the separation is due to Lack of Work.

Either mail or fax your response to us, but do not do both. This will reduce paperwork and help the department make timely and proper decisions.

Maximize Business Partnerships

Attract, retain, develop and promote employees with help from your workforce development partners. On June 21, 2000, from 8:30 am - 4:30 pm, 500 participants from business, government agencies and community-based organizations will come together at the Kelso/Longview Red Lion Hotel for one day of training to learn each others' language, interests and needs. For more information, contact Linda MacKenzie at (360)753-2936 or lindam@cted.wa.gov.

Free Small Business Fair

Learn from experts on how to start, improve or expand your small business at the Fourth Annual Washington Small Business Fair.

It is scheduled for Saturday, September 9, from 8:30 a.m. to 3:30 p.m. at the Renton Technical College, 3000 NE 4th Street, Renton, and there is plenty of free parking.

The fair will feature more than 40 seminars, 50 exhibits, and panel discussions by successful small business owners, moderated by Dr. Yash Gupta, Dean of the University of Washington School of Business Administration, and Joann H. Frances of the U.S. Small Business Administration.

Sunny Kobe Cook, co-founder of Sleep Country U.S.A., will provide a focus on women-owned businesses with her seminar, "Common Things, Uncommon Ways".

Additional seminars on e-commerce have been added to the fair's agenda this year, and there will be more advanced topics for those who attended in previous years. You can come for all or part of the day; there is no advance registration.

A complete listing of seminars and panel discussions will soon be available on the Internet at <http://www.dor.wa.gov> or by fax if you call 1-800-647-7706 and select menu item 503.

It's On The Net

Employment Security: The Right Connection

***Visit Employment Security's
Homepage at:
www.wa.gov/esd***

The News You Need To Know About
Employment Security.

- Take a look at our special programs for business.
- Get important tax information.
- Improve your general knowledge about ES.
- Find out what's going on -- look at our current publications.
- All that is at hand merely by visiting Employment Security's Home Page.

Save Your Business Money With Shared Work!

Are you anticipating or experiencing an
unexpected slowdown in your business?

**For more information, call
1-800-752-2500**

*Not available during seasonal
slowdowns or for part-time employees.*

Lower Your Taxes With Work Opportunity Tax Credit

You can claim tax credits and save money when you hire qualified workers with the Work Opportunity Tax Credit (WOTC).

Download forms and find out more by visiting www.doleta.gov/employer/wotc.htm.

**For questions or more
information, call
1-800-669-9271.**